



City of Pflugerville

Legislation Text

File #: 2019-7907, Version: 1

Approving the selection of Freese and Nichols, Inc. to provide Staff Augmentation services and authorizing the City Manager to enter into an agreement in the amount of \$711,000.

The Engineering Department has six (6) engineering positions vacant in the Development and CIP divisions. As a means to maintain production, Engineering Department requests to utilize temporary staff of professional engineering firms for six months, up to a year, until permanent staff hired. To keep projects moving forward, the City solicited requests for qualifications from engineering firms to assist with engineering staff augmentation services.

City staff received six (6) statements of qualifications (SOQs) on September 19, 2019, reviewed and scored by a scoring committee of three staff members. Freese and Nichols, Inc. (FNI) is one of the two firms selected by the scoring committee to assist the City with engineering staff augmentation services and was selected to assist the CIP Division. This contract will continue for up to one year with the option to extend or until the Engineering department is adequately staffed.

The scope includes three key areas:

1. **Engineering Project Management Services** [CIP Division as determined by project demand (s)]. FNI will serve as the City's representative to provide project management for capital projects. For assigned projects, duties to include but not limited to the following:
 - Manage project procurement process
 - Communicate with other local, state, and federal regulatory agencies and residents
 - Compile/prepare technical documentation
 - Attend meetings: City Council, pre-bid, kickoff, stakeholder, management, etc.
2. **Construction Contract Administration and Training.** FNI will provide Construction Management staff to provide construction contract administration services as requested on an as needed basis. Services can include Inspector coordination and training, attending and leading meetings with the City, Engineer of Record (EOR), contractor and other entities; document management, risk/issue management and project completion. Key tasks the construction manager shall perform and train staff include, but are not limited to:
 - Constructability Review
 - Track projects budget and schedule
 - Receive and review project change orders
 - Project Coordination
 - Correspondence
 - Processing of construction progress payment
3. **Standard Construction Specification and Detail Update Project.** FNI will complete the management of City Standard Specifications and Standard Details Update by facilitating review

by City staff, review and provide recommendations, and facilitate stakeholder input as needed.

Freese and Nichols, Inc. will not assist the City with any projects their firm is contracted for design.

The staff augmentation services will require a budget amendment.

Prior City Council Action

City Council approved a professional services agreement for professional services associated with staff augmentation services on May 14, 2019.

Deadline for City Council Action

Action is requested on October 22, 2019.

Funding Expected: Revenue ☐ Expenditure ☒ N/A ☐

Budgeted Item: Yes ☐ No ☒ N/A ☐

Amount: \$711,000

1295 Form Required? Yes ☒ No ☐

Legal Review Required: N/A ☐ Required ☒ Date Completed: 10/16/19

Supporting documents attached:

Professional Services Agreement

Recommended Action

Approving the selection of Freese and Nichols, Inc. to provide Staff Augmentation services and authorizing the City Manager to enter into an agreement in the amount of \$711,000.